



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

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GOVERNOR

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SECRETARY

August 8, 2001

To: Group Leaders

From: C. W. Brown, PE, PLS
State Location & Surveys Engineer

Subject: Fuel Acquisition through State Facilities or State Credit Cards

Fuel acquired through state-provided credit cards or from state-maintained gas pumps is to be exclusively for state-owned and operated equipment. State-maintained gas pumps are not to be used to fill personal vehicles, even if that vehicle is being used for state business. State-provided credit cards are not to be used for personal vehicles, even if that vehicle is being used for state business. When obtaining fuel for state vehicles, it is required policy of this Unit that the correct information be input. This means that the correct mileage must be input, the correct vehicle number (for credit cards), and the correct social security number must be input. Equipment failure (pumps won't accept correct information) may be considered an exception.

Failure to comply with any of this policy may be considered as a misuse of state equipment. As such, that is considered unacceptable personal conduct, which is subject to disciplinary procedures, up to and including dismissal.

Please make this memo available for all employees to read and discuss. If you or your employees have any concerns or questions, please do not hesitate to contact the Unit management. Thank you for your cooperation in this matter.

CWB